

TAX AUDIT MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Tax Audit Manager exists is to coordinate and participate in audits to determine the tax liability of private businesses; performs a variety of related auditing and administrative duties in the Tax Audit Department. This classification is supervisory. Work is performed under independent supervision by the Customer Service/Tax Audit Director.

ESSENTIAL FUNCTIONS

Directs and participates in audits to determine the tax liability of a designated group of business firms.

Reviews the work of Tax Auditors to ensure compliance with City policy and approved audit procedures.

Supervises and trains Tax Auditors as required.

Conducts research and prepares special studies and reports.

Maintains liaison with other public jurisdictions and other City departments concerned with City tax policies. Resolves inquiries and complaints from taxpayers.

Prepares documentation and summary of appealed cases for hearing officer.

Directs individual accomplishments toward organizational objectives.

Monitors relationship of auditing and supportive administrative procedures and recommends changes when appropriate.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Auditing procedures, practices and principles.

Municipal tax and fiscal principles and practices.

Personal computer, specifically Microsoft Office applications.

Employee supervision and training techniques.

Ability to:

Analyze and evaluate accounting systems and auditing problems and develop recommendations for improvements.

Comprehend and make inferences from written material and verbal and/or written instructions.

Communicate effectively (verbally and in writing).

Establish and maintain effective working relationships with all levels of City staff and the public.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Operate a variety of standard office equipment including a computer terminal, a variety of computer software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement to prepare audit reports, letters, memos and other similar documents.

Observe, review and check the work of staff members to ensure conformance to standards.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Accounting, Business Administration, or related field and five years of professional auditing experience, including some supervisory auditing experience.

Must have a current, valid Arizona driver's license. No major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified